

9/11 Day of Service and Remembrance

Wednesday, September 11, 2013

Due 8/30/13

Guidelines for Funding Requests

Requirements for Funding:

- Projects must be organized by Senior Corps or AmeriCorps State Programs (AmeriCorps VISTAs cannot request funding)- please designate a lead program to receive funding from the Governor's Office of Community Service (OCS)- a current W9 must be on file
- Include cross-stream participation from National Service Members- please contact all members in your area to invite them to participate- contact info is available from OCS or the Corporation for National and Community Service (CNCS) state office
- Include one of these three elements- (Please describe how in your funding request)
 1. Provide **Training** (this can include handing out guides on how to make an emergency supply kit or how to create a family preparedness plan)
 2. **Strengthen infrastructure that supports collaboration**
 3. Provide **outreach and public education** on National Service
- Project leaders must send a post event evaluation to OCS - please track event participation and if you have food, a sign in sheet is required
- Post project on www.serve.gov or www.buildmontana.org and if preparedness related register organization as a National Preparedness Month Coalition at www.ready.gov

Preference will be given to applicants planning events that:

- Occur between Monday, 9/9/13 and Friday 9/13/13
- Engage veterans, military families, or focus on emergency preparedness.
- Include strong public outreach
- Include training and service project components

Allowable use of funds: Funds are to be used for direct programming needs, project materials, transportation for participants, food, non-alcoholic beverages and other necessary refreshments, venue or material rentals. Funds may not be used to cover personnel costs. Any unused funds will need to be returned to the Governor's Office of Community Service.

Funding Process:

- Submit a Funding Request Form to the Governor's Office of Community Service
- Accepted applicants will need to return a signed Funding Agreement
- Checks will be sent to directly to the national service program office to purchase supplies prior to the event
- Project Evaluation form and copies of invoices sent to OCS within a within a week of the project completion. Any unspent funds (if applicable) will need to be included as well

Contact:

Tony Dean, Finance Manager
Governor's Office of Community Service
406-444-1809
tdean@mt.gov